ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Printing of Business Cards

DDA/REG LOGGED

STAT
STAT

FROM: _____ , EXA/DDA

7D24 OHB

EXTENSION

NO.

DATE

STAT

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. D/OP Attn: DD/Employment				Would you please review this request for business cards to determine if it falls under the exception granted by OGC.
2.				
3. EXA/DDA 7D24 OHB				_____ Approved
4.				_____ Disapproved
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

DD/A REGISTRY
FILE: LOG-4-AR

FORM 1-79 **610** USE PREVIOUS EDITIONS